

The Department of Procurement (the "DOP")
on behalf of the
Department of Human Resources

FC-7595, Pre-Employment Background Screening
Services



Presentation Made By: Mimie L. Woods, CPPB, *Contracting Administrator*
on Behalf of

Primary Point of Contact: Krista A. Morrison, Esq., Contracting Officer

Thursday, November 13, 2014

Location: 55 Trinity Avenue, S.W. City Hall South, Suite 1900 (DOP Bid Room)

Time: 11:00 am

City of Atlanta Panel



- ▶ **Welcome and Introductions**
 - Mimie L. Woods, CPPB, Contracting Administrator *on Behalf of*
Krista A. Morrison, Esq., Contracting Officer
- ▶ **Ethics Department**
 - Ms. Nina Hickson, Ethics Officer
- ▶ **Enterprise Risk Management**
 - Mr. Jimmy Porter, Risk Management Analyst
- ▶ **Office of Contract Compliance**
 - Mr. Bruce Bell, Senior Contract Compliance Manager
- ▶ **Atlanta Workforce Development Agency**
 - Ms. Shirley Harris, Project Coordinator for First Source
- ▶ **User Department**
 - Ms. Yvonne Yancy, Commissioner of Human Resources
 - Mr. Jeffrey Piper, Director of Human Resources
 - Mr. Wendell Bryant, Director of Talent Acquisition
- ▶ **Closing: Department of Procurement**
 - Mimie L. Woods, CPPB, Contracting Administrator *on Behalf of*
Krista A. Morrison, Esq., Contracting Officer

Be Mindful of.....



- Prohibited Contacts
- Non-Authoritative Statements
- Plan Holders vs. Attendees at Pre-Conference
- Addendum Deadline:
 - Friday, November 14, 2014, 1:00 p.m. (eastern)
- Proposal Due Date:
 - Wednesday, December 3, 2014, 2:00 p.m. (eastern)
- Oral Interview Sessions (*at City's discretion*):
 - Tuesday, December 16, 2014
 - Wednesday, December 17, 2014

Minimum Qualifications



✓ (Years Experience)

Each Proponent (Service Provider Key Personnel) shall have a minimum of seven (7) years experience within the last ten (10) years in background screening of candidates for a wide variety of employers.



City of Atlanta Ethics Office

Ms. Nina Hickson
Ethics Officer



Office of Enterprise Risk Management

Mr. Jimmy Porter
Risk Management Analyst



Office of Contract Compliance and AWD A

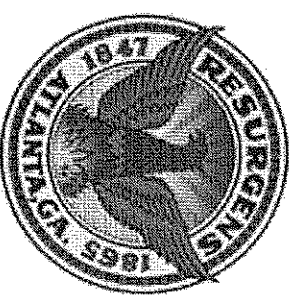
Mr. Bruce Bell

Senior Contract Compliance Manager

Ms. Shirley Harris

Project Coordinator for First Source

Department of Human Resources



▶ Introduction of Departments Business Objectives

- Project Manager: Mr. Wendell A. Bryant, Director of Talent Acquisition

▶ Opening the Floor for Questions & Answers

- (All Statements Made Today are Not Authoritative in this Forum!!)

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Krista A. Morrison, Esq., Contracting Officer. She will ensure that a subsequent addendum is issued to all Plan Holders of record.

Part 2 – Contents of Proposals

Required Submittals



- ▶ Proponents Proposals should be inclusive of Two Parts:

I. Informational Proposal:

- A. Volume I – Information drafted by Proponent
Executive Summary;
Organizational Structure;
Resumes of Key Personnel;
Overall Experience;
Management Plan; and
Exhibit A-2; Specification Requirements.

- B. Volume II – Required Submittal Forms (Forms 1-9)

II. Cost Proposal: Exhibit A.1 (Proponent must submit (1) stamped “original” and ten (10) copies in a separate envelope.

Note for Submission of Responsive Proposal Packages: (1) Proposal Package Should be Marked “Original” and ten (10) additional Copies of the Original Proposal package must be submitted.

Next Anticipated Procurement Steps

After Proposal Due Date

- ▶ Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days)
 - ☉ Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
 - ☉ Form 2 - Disclosure Form and Questionnaire
 - ☉ Form 3 - Proponent Financial Disclosure
 - ☉ Form 4.1 - Certification of Insurance Ability
 - ☉ Form 4.2 - Certification of Bonding Ability (not applicable)
 - ☉ Form 5 - Acknowledgement of Addenda
 - ☉ Form 6 - Proponent Contact Directory
 - ☉ Form 7 - Reference List
 - ☉ Form 8 - Proposal Bond (not applicable)
 - ☉ Form 9 - Required Submittal Checklist
 - ☉ Exhibit A-2 (Specification Requirement Form)
 - ☉ Appendix A-Office of Contract Compliance Forms



- ▶ Step 2: DOP Will Submit ONLY Responsive Proposals to Internal City Stakeholders to Review for Responsibility:

- ✓ Office of Contract Compliance to Review Appendix A-Required Submittals
- ✓ Office of Enterprise Risk Management to Review Form 4-Proponents Financial Disclosure Statements
- ✓ Department of Human Resources to Review for *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s)

Evaluation Factors

RELATIVE WEIGHT	GRADED ITEM	SCORE
15%	Organization/Resumes of Key Personnel	
20%	Management Plan	
20%	Overall Experience, Qualifications and Performance on Previous Similar Projects	
15%	OCC Programs	
10%	Financial Capability	
20%	Cost Proposal	
100%	TOTAL SCORE	

Reminders

► **Addendum Deadline:**

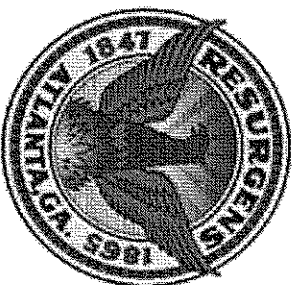
- Friday, November 14, 2014, 1:00 p.m. (eastern)
(*Per Addenda No.3 issued on Thursday, November 13, 2014*)

****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

► **Proposal Due Date:**

- Wednesday, December 3, 2014, 2:00 p.m. (eastern)

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****



Primary Point of Contact: Krista A. Morrison, Esq., Contracting Officer

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Direct Phone Number: 404-865-8709